

Custodial, Labor and Trades Branch  
Labor and Trades Supervision Group  
Water Plant Series

**E.P.W.U. WATER PLANT MAINTENANCE SUPERVISOR**

8/95 (SPB)

*Summary*

Under general supervision, supervise and work with crews engaged in the installation, maintenance and repair of water treatment equipment; perform related duties as required.

*Typical Duties*

Plan, develop and oversee plant maintenance. Involves: scheduling and supervising the maintenance and repair of water treatment equipment; making recommendations for and supervising the repair or replacement of components and equipment; making periodic inspections of plant to identify malfunctioning equipment; planning, developing and implementing preventive maintenance programs; checking completed work to assure proper repairs and adjustments have been made; monitoring trouble-shooting of equipment failures; inspecting electrical equipment for overloads, shorts, loose connections and power loss; making adjustments to meters, dials and gauges; checking and assuring that stand-by equipment is in operating condition and readily available.

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Perform maintenance support and records functions. Involves: requisitioning and maintaining inventory of repair parts and supplies; reading and interpreting blue-prints, maintenance manuals and schematic diagrams; maintaining maintenance records such as work performed and parts used; preparing activity logs and required administrative reports.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development and maintaining records of operator certification and training; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices and complying with and enforcing health and cleanliness policies; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

*Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. and five years experience in the installation, maintenance and repair of water plant equipment, two of which must include electrical and mechanical repairs and supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: the maintenance and repair of water treatment equipment; safe working practices and procedures; the use and care of common hand tools; treatment plant methods, practices and procedures. Good knowledge of water plant operations. Some knowledge of supervisory techniques standards of conduct and work attendance.

Ability to: trouble shoot equipment malfunctions; plan, supervise and coordinate repair work; make sound decisions; maintain adequate stockage levels of repair parts and prepare requisitions; express oneself clearly and concisely, both orally and in writing; plan, supervise, assign, train and evaluate the work of assigned personnel; establish and maintain effective working relationships with fellow employees, officials and the general public; maintain logs and records and prepare reports.

Skill in the use and care of common hand tools.

*Physical Requirements:* Mobility within a treatment plant environment to participate in the maintenance and installation of large pumps, electric motors and other devices; exposure to unpleasant working conditions; exposure to all weather conditions; climb ladders to access equipment; subject to on call during non-working hours.

*Licenses and Certificates:* Valid U.S. Driver's License; Texas "C" Surface Water Certificate of Competency must be obtained after appointment in compliance with State regulations.

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Director of Personnel

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Department Head

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